



**Massachusetts Bay
Transportation Authority**

RFP 7-23 Gap Analysis for Contractor Oversight

January 19, 2023

Bid Solicitation: BID# 23-1206-MBTA-MBTA-83240



Agenda

- Briefly review RFP Background
- Briefly review RFP Requirements and Deliverables
- Review Timeline



Selected vendor will help with a part of the FTA SMI Response

As a part of Special Directive 9, Finding 4:

- Managing the Impact of Operations, Maintenance, and Capital Project Requirements on the Existing Workforce
- Finding 4: MBTA requires additional oversight of contractor work sites.



Specific requirements:

- Analyzing the current MBTA inspection and resident engineering resources at the Contractor level of oversight by identifying areas of improvement including defining safety specific roles and responsibilities, inspection of responsible parties, training, assessing gaps and formulating a staffing and resource plan.
- Identifying and implementing solutions for near term staffing needs.
- Reviewing best practices to identify improvements and change/amend applicable policies and procedures accordingly.



Deliverables

As a minimum, the Consultant shall submit the following deliverables:

- Schedule of assessments
- Developing a Gap Analysis Report - comparing the current state with an ideal state or goals, which highlights shortcomings and opportunities for improvement of the findings
- Develop a plan with schedules



Timeline

TABLE 2-1: RFP CALENDAR		
Procurement Activity	Date	Time
RFP issued	1/13/2023	C.O.B.
Pre-bid conference	1/19/2023	10:00 a.m.
Deadline for submission of Proposer questions via COMMBUYS Q&A	1/24/2023	2:00 p.m.
Official Answers for Bid Q&A published by MBTA on COMMBUYS	1/30/2023	2:00 p.m.
Response Due Date	2/6/2023	2:00 p.m.
In-person or virtual presentations to MBTA (estimated)	2/27/2023	
Contract Execution (estimated)	3/6/2023	
Project Start Date (estimated)	3/13/2023	



Questions